

EMPLOYMENT DETAILS**This section must be completed - CVs will not be accepted if not fully completed**

Please start with your current or most recent employer and work backwards. Include any periods of unemployment, self-employment, military service and registered sickness.

From	To	Name and address of employer	Job title	Final Salary	Reason for Leaving

COMPUTING SKILLS

Please indicate below your proficiency and experience of the following computer packages:

	Excellent			None	
	1	2	3	4	5
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oracle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give details below of any other computer packages with which you are familiar:

DRIVING PROFICIENCY

Some positions require a standard of driving proficiency even if this is not applicable to the position for which you applied, you will still need to complete this section.

- 1 Do you hold a current full driving licence? Yes No
- 2 When did you pass your test? _____
- 3 Are there any restrictions on your driving licence? Yes No
If yes, please give details. _____
- 4 Have you had any road/vehicle accidents in the past 3 years? If yes, please give details.

- 5 Have you ever been refused car insurance? Yes No
If yes, please give details. _____
- 6 Have you any endorsements? Yes No
If yes, please give details. _____

MEDICAL HISTORY

Please give details of any time off work due to sickness absence in the last 12 months:

No of Days: _____ No of Periods: _____

PRE-BOOKED HOLIDAYS

Do you have any pre-booked holidays? Yes No

If yes, please give details: _____

IMMIGRATION

Are you legally entitled to work in the UK? Yes No

Asylum and Immigration Act 1996:

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK.

Should you be offered a position you will be asked to supply us with the original of at least one of the following:

- Evidence of NI No. e.g. P45, P60, an old payslip
- Passport
- Work Permit
- Certificate of Registration
- Naturalisation as a British Citizen

If you are an overseas student, you will be asked to supply an original work permit.

CRIMINAL RECORD

Do you have a criminal record? Yes No If yes, please give details: _____

Have you ever been dismissed from employment for fraud or theft? Yes No

If yes, please give details: _____

Have you ever been prosecuted and found guilty of fraud or theft? Yes No

If yes, please give details: _____

RELEVANT EXPERIENCE

Please use this space to provide details of current and previous experience which you consider relevant to the post for which you are applying.

PERSONAL PROFILE

Please give details of your personal characteristics. What are your main strengths and weaknesses ?
Why do you believe that you are suitable for the post being advertised ?

REFERENCES

Please give the names and addresses of two people whom we may contact for a reference. One of these should be your current (if applicable) or last employer.

Name	_____	Name	_____
Job Title	_____	Job Title	_____
Company	_____	Company	_____
Address	_____	Address	_____
Postcode	_____	Postcode	_____
Tel No.	_____	Tel No.	_____
Fax No.	_____	Fax No.	_____
How do you know them ?	_____	How do you know them ?	_____
Can we contact these references prior to an offer of employment being made ? Yes <input type="checkbox"/> No <input type="checkbox"/>			

SUPPLEMENTARY INFORMATION

If appointed, how soon could you join us ? _____
How did you become aware of this vacancy ? _____

DECLARATION*+@

I confirm that the information I have given is correct and complete to the best of my knowledge and belief. I understand that any misleading or untruthful statements will result in my dismissal if they become known after my appointment.

Signed _____ Date _____

* Data Protection - We need to process certain personal data for the purpose of progressing with your application. We will take steps to ensure that your personal data to be processed is accurate and current and not excessive.

@ Credit Checks - The company reserves the right to conduct credit checks with Credit Reference Agencies where appropriate

+ CRB Disclosure checks - The company reserves the right to carry out Disclosure checks when necessary and specifically where successful candidates will be in direct contact with customers. You need to be aware that details may be requested of you in order to process such checks.